

After selecting the contact person from your Contact list, select the System Access hyperlink

myCalPERS

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Name:

CalPERS ID:

**Required Fields

Maintain Contact Details

By indicating that this contact is a Primary Contact, you are specifying that they should be reached for communication purposes. They will also receive automated correspondence sent to contacts based upon contact type - contact type detail.

Contact Type:*

General

Contact Type Detail:*

Main

Deactivation Date:

Programs Supported:

☒ CalPERS

☒ Health - Medical

☐ Medicare

Entity:*

☐ Person CalPERS ID:

☒ Individual Name:

☐ Other:

☒ Allow System Access

☐ Make Contact Viewable to Other Organizations

☐ Primary Contact

System Access

When selecting the “Select All” hyperlink at the bottom left of the Assign Roles section, all boxes shown will be selected, including the Read Only (RO) roles. Uncheck the RO boxes to ensure update capabilities.

Assign Roles

Select All

	Role
<input checked="" type="checkbox"/>	Authorized Personal Loan Representative
<input checked="" type="checkbox"/>	Business Partner AP/Billing
<input checked="" type="checkbox"/>	Business Partner AP/Billing RO
<input checked="" type="checkbox"/>	Business Partner Direct Authorization
<input checked="" type="checkbox"/>	Business Partner Employer Inquiry
<input checked="" type="checkbox"/>	Business Partner Employer Maintenance
<input checked="" type="checkbox"/>	Business Partner Health Contracts
<input checked="" type="checkbox"/>	Business Partner Health Enrollment
<input checked="" type="checkbox"/>	Business Partner Health Enrollment RO
<input type="checkbox"/>	Business Partner IME/JA
<input type="checkbox"/>	Business Partner Limited
<input checked="" type="checkbox"/>	Business Partner PA Billing
<input checked="" type="checkbox"/>	Business Partner Payroll
<input checked="" type="checkbox"/>	Business Partner Payroll RO
<input checked="" type="checkbox"/>	Business Partner Reciprocal
<input checked="" type="checkbox"/>	Business Partner Retirement Contracts
<input checked="" type="checkbox"/>	Business Partner Retirement Enrollment
<input checked="" type="checkbox"/>	Business Partner Retirement Enrollment RO
<input checked="" type="checkbox"/>	Business Partner SCP Certification
<input checked="" type="checkbox"/>	Business Partner Supplemental Income Plan
<input type="checkbox"/>	Carrier
<input checked="" type="checkbox"/>	System Access Administrator

Select All